



# UNIFIED REGULATORY PLAN OF THE VIRGINIA IT AGENCY FOR STATE FISCAL YEAR 2025

July 1, 2024 - June 20, 2025

Prepared June 2024

[vita.virginia.gov](http://vita.virginia.gov)

## DESCRIPTION OF AGENCY

The Virginia Information Technologies Agency (VITA) is the Commonwealth's central information technology (IT) agency. VITA's agency head is the Chief Information Officer of the Commonwealth (CIO). VITA's statutory responsibilities (which may be found in [Chapter 20.1 of Title 2.2 of the Code of Virginia](#)) fall into four primary categories:

- Governance and protection of the Commonwealth's information security programs;
- Provision of IT infrastructure and enterprise solutions for executive branch agencies (directly and through suppliers);
- Governance of IT investments and projects; and,
- Procurement of IT for VITA and on behalf of other state agencies.

VITA has no regulations and does not intend to promulgate regulations, but VITA does create and update policies, standards, and guidelines in IT procurement, project & investment management, enterprise architecture, and cybersecurity.

[VITA's guidance documents](#) – including those listed below – may be found on the Virginia Regulatory Town Hall at <https://townhall.virginia.gov/L/gdocs.cfm?agencynumber=136>. Other information may be found on VITA's website at <https://www.vita.virginia.gov>.

Below are the proposed changes to VITA guidance documents for the upcoming fiscal year.

<b>Action/Stage or Guidance Document Forum ID (if available)</b> EA 225	
<b>Title of Proposed Regulatory Action or Guidance Document</b> Enterprise Architecture Standard	
<b>Brief Overview</b> This standard establishes direction and technical requirements which govern the acquisition, use and management of information technology resources by executive branch agencies.	
<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
<b>Deregulatory Component</b>	This is an administrative update to the Enterprise Architecture Standard (EA225), one of two guidance documents that provide the framework for various enterprise

	architecture (EA) publications. The main function of this update is to organize the framework into a standard document form and separate it from EA technical publications. Completion of this update will result in increased clarity about the elements of EA and the framework for the various EA technical publications.
<b>Expected Date</b>	July 2024 (In Progress)

<b>Action/Stage or Guidance Document Forum ID (if available)</b> CPM 112-04.2	
<b>Title of Proposed Regulatory Action or Guidance Document</b> Project Management Standard	
<b>Brief Overview</b> This standard applies to Commonwealth-level IT projects and IT procurements. It establishes the mandatory procedures and required documentation for governance and oversight over the lifecycle of these IT projects and investments.	
<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
<b>Deregulatory Component</b>	Procurement and approval processes are being modernized and streamlined in the pending update. Although significant revisions are not planned for the later update, further administrative updates and refinements are possible.
<b>Expected Date</b>	July 2024 (In Progress) & June 2025

<b>Action/Stage or Guidance Document Forum ID (if available)</b> CPM-110-04	
<b>Title of Proposed Regulatory Action or Guidance Document</b> Project Management Guideline	
<b>Brief Overview</b>	

The primary objective of the Commonwealth Project Management Guideline is to provide guidance on the application of the COV Project Management Standard and the use of common industry best practices in the management of IT projects within Virginia Executive Branch Commonwealth agencies.	
<b>Regulatory Stage</b> (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
<b>Deregulatory Component</b>	Updates will be made as necessary to reflect statutory and executive policy changes and to reflect recent and emerging project management methodologies.
<b>Expected Date</b>	June 2025

<b>Action/Stage or Guidance Document Forum ID (if available)</b>	
CPM 516-03	
<b>Title of Proposed Regulatory Action or Guidance Document</b>	
Information Technology Investment Management (ITIM) Standard	
<b>Brief Overview</b>	
The intent of the Information Technology Investment Management (ITIM) Standard is to establish a methodology for the identification, selection, management, and evaluation of IT investments in order to maximize the business value of those investments. The ITIM methodology uses a lifecycle approach and portfolio management process to minimize risks and maximize the return on IT investments while supporting executive branch agency decisions to maintain, migrate, improve, retire, or initiate IT investments. The standard will define the ITIM methodology, describe the phases of the ITIM lifecycle, establish the basis for measuring the value of an IT investment, identify the required actions associated with each phase, position those actions within a portfolio management process, and assign roles and responsibilities for those actions. Since the Commonwealth and agency IT strategic planning process embodies the ITIM methodology, the standard also defines and describes related portions of that process.	
<b>Regulatory Stage</b> (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document



<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final	<input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action	<input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute	<input type="checkbox"/> Discretionary action
<b>Deregulatory Component</b>	Updates will be made as necessary, in compliance with statutory and executive policy changes.	
<b>Expected Date</b>	June 2025	

<b>Action/Stage or Guidance Document Forum ID (if available)</b>		
7317		
<b>Title of Proposed Regulatory Action or Guidance Document</b>		
IT Procurement: Emergency Procurement Policy		
<b>Brief Overview</b>		
This document provides the criteria and guidance to executive branch agencies for their use of the emergency procurement of IT goods and services pursuant to Virginia Code § 2.2- 4303(F). It also provides the process for obtaining emergency procurement approval.		
<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final	<input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action	<input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute	<input type="checkbox"/> Discretionary action
<b>Deregulatory Component</b>	Updates will be made as necessary, in compliance with statutory and executive policy changes.	
<b>Expected Date</b>	June 2025	

<b>Action/Stage or Guidance Document Forum ID (if available)</b>
7314

<b>Title of Proposed Regulatory Action or Guidance Document</b>	
IT Procurement Policy for Enhancing and Expanding Contracting Opportunities for Small, Women- and Minority-owned Businesses	
<b>Brief Overview</b>	
This document provides procurement guidelines to executive branch agencies, and is designed to enhance and expand contracting opportunities for small businesses, including micro businesses, women-owned, minority owned, and service-disabled veterans (SWaM) owned IT and telecommunications small businesses, to participate in the Commonwealth's procurement process. This document interprets EO 35 for agencies purchasing IT; includes definitions for what is a SWaM business; and informs agencies of set asides under certain procurement amounts and required processes.	
<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
<b>Deregulatory Component</b>	Updates will be made as necessary, in compliance with statutory and executive policy changes.
<b>Expected Date</b>	June 2025

<b>Action/Stage or Guidance Document Forum ID (if available)</b>	
7675	
<b>Title of Proposed Regulatory Action or Guidance Document</b>	
IT Procurement Manual (Buy IT)	
<b>Brief Overview</b>	
This manual contains guidance and best practices for executive branch agencies procuring IT goods and services within their delegated authority limits.	
<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document





<b>Brief Overview</b>	
This document provides clarification and guidance to executive branch agency procurement personnel on Commonwealth Security and Risk Management requirements for cloud oversight (currently known as COV RAMP, formerly known as Enterprise Cloud Oversight Service [ECOS]).	
<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
<b>Deregulatory Component</b>	Updates will be made as necessary, in compliance with statutory and executive policy changes. VITA also intends to update this document for clarity and harmony with non-guidance documents describing current practices.
<b>Expected Date</b>	June 2025

<b>Action/Stage or Guidance Document Forum ID (if available)</b>	
7324	
<b>Title of Proposed Regulatory Action or Guidance Document</b>	
IT Procurement: Authority and Delegation Policies	
<b>Brief Overview</b>	
The policies contained in this document clarify the Virginia Information Technologies Agency's ("VITA") statutorily-mandated responsibility for the procurement of information technology ("IT") as provided in § 2.2-2012 of the Code of Virginia. These policies identify situations where Chief Information Officer (CIO) approval is required, specify when VITA may delegate its procurement authority, and outline the policies agencies should follow when purchasing IT under delegated authority from VITA. These policies apply to agencies as defined by § 2.2-2006 and used herein as "agency/agencies".	
<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action

<b>Deregulatory Component</b>	Updates will be made as necessary, in compliance with statutory and executive policy changes.
<b>Expected Date</b>	June 2025

<b>Action/Stage or Guidance Document Forum ID (if available)</b> CPM 110-04	
<b>Title of Proposed Regulatory Action or Guidance Document</b> Project Management Guideline	
<b>Brief Overview</b> This guideline establishes the direction, processes, and structure for the use and management of information technology projects and resources by executive branch agencies.	
<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
<b>Deregulatory Component</b>	Updates will be made as necessary, in compliance with statutory and executive policy changes.
<b>Expected Date</b>	June 2025

<b>Action/Stage or Guidance Document Forum ID (if available)</b> CPM 111-05	
<b>Title of Proposed Regulatory Action or Guidance Document</b> Project Manager Selection and Training Standard	
<b>Brief Overview</b> This standard establishes direction and technical requirements, which govern the acquisition, use and management of information technology resources by executive branch agencies.	
<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional</b>	<input type="checkbox"/> Expedited Review Requested <input checked="" type="checkbox"/> Guidance Document

<b>Description</b>	<input type="checkbox"/> Exempt Action
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input type="checkbox"/> Discretionary action <input checked="" type="checkbox"/> Action required by state statute
<b>Deregulatory Component</b>	Updates will be made as necessary, in compliance with statutory and executive policy changes.
<b>Expected Date</b>	June 2025

<b>Action/Stage or Guidance Document Forum ID (if available)</b> EA 300-01	
<b>Title of Proposed Regulatory Action or Guidance Document</b> Cloud Based Hosting Services Information Technology Solutions Policy	
<b>Brief Overview</b> The purpose of this policy is to establish guiding principles for creating optimal business value from IT-enabled business investments at acceptable cost and risk.	
<b>Regulatory Stage (check one box)</b>	<input type="checkbox"/> NOIRA <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Final <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input checked="" type="checkbox"/> Guidance Document <input type="checkbox"/> Exempt Action
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input type="checkbox"/> Discretionary action <input checked="" type="checkbox"/> Action required by state statute
<b>Deregulatory Component</b>	Updates will be made as necessary, in compliance with statutory and executive policy changes.
<b>Expected Date</b>	June 2025

<b>Action/Stage or Guidance Document Forum ID (if available)</b> SEC503-02.2	
<b>Title of Proposed Regulatory Action or Guidance Document</b> Secure Remote Access to Online Court Documents Standard	
<b>Brief Overview</b> Also called the Security Standard for Restricted Remote Access to Documents on Court-Controlled Websites. The purpose of this standard is to set forth statutorily required security to enable circuit courts to provide secure remote access to land records through designated application service providers.	

<b>Regulatory Stage</b> (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final	<input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action	<input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute	<input type="checkbox"/> Discretionary action
<b>Deregulatory Component</b>	Updates will be made as necessary, in compliance with statutory and executive policy changes. VITA also intends to streamline this document, including by eliminating content about non-security access terms.	
<b>Expected Date</b>	June 2025	

<b>Action/Stage or Guidance Document Forum ID (if available)</b>		
SEC505-00.2		
<b>Title of Proposed Regulatory Action or Guidance Document</b>		
Virginia Real Property Electronic Recording Standard		
<b>Brief Overview</b>		
The purpose of this standard is to bring the Commonwealth in line with the recommendations for a uniform set of laws across the country for the electronic filing of land records.		
<b>Regulatory Stage</b> (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final	<input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
<b>Additional Description</b>	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action	<input checked="" type="checkbox"/> Guidance Document
<b>Legal Authority</b>	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute	<input type="checkbox"/> Discretionary action
<b>Deregulatory Component</b>	This document needs to be updated to reflect statutory and executive policy changes. It also incorporates and references other documents in unclear ways, which will be removed or fixed in an update.	
<b>Expected Date</b>	June 2025	